

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
December 2, 2011**

Present:

Adrienne Peek, Co-Chair, Academic Senate President (non-voting)
Kevin Alavezos, Academic Senate appointee
Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Paul Cripe, Academic Senate appointee
Rosanne Faughn, CSEA appointee
Michael Guerra, Vice President of College Administrative Services
Ken Hart, Director of Research and Planning (ex-officio)
Rose LaMont, YFA Budget Analyst
Maurice McKinnon, Instructional Dean
Martha Robles, Student Services Administrator
Jim Sahlman, Technology/Distance Education Liaison, Academic Senate appointee
Joan Van Kuren, CSEA appointee
Karen Walters Dunlap, Vice President of Instruction
Robin Jones, ASMJC Student Rep

Absent:

Larry Calderon, Co-Chair, MJC President (non-voting)
Jenni Abbott, Director Grants & Resource Development
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Nancy Sill, YFA appointee
Brenda Thames, Vice President of Student Services

Vacant:

Faculty Career Technical Education Liaison (Academic Senate appointee)

Check In – What are you Hearing? (not recorded)

Business

1. Review of Minutes

Rose LaMont moved to approve the minutes of October 28, 2011. Paul Cripe seconded. The minutes of October 28, 2011 were approved by aye vote.

Iris Carroll requested that it be clarified in the minutes of November 18 that the committee she was referring to was the super IAC.

Joan Van Kuren moved to approve the November 18, 2011 minutes with corrections. Jim Sahlman seconded. The minutes of November 18, 2011 were approved as amended.

2. Review of Agenda

Michael Guerra reviewed the agenda with members, reversing the order of agenda items II and III.

3. Integrated Planning Model for MJC

Rose LaMont reported that College Council has already reviewed the model and she has made a few changes that were suggested. She distributed the draft model to members.

Paul Cripe asked if the flow can go right up the middle? Karen Walters Dunlap responded explaining that the back and forth flow is indicated by the back and forth double arrows on the rubric.

Iris Carroll asked where Research resides? Karen Walters Dunlap responded that President's Cabinet membership includes Research and Grants.

Ken Hart stated that program review should inform strategic planning and not the other way around. Adrienne Peek said that perhaps an arrow should come from College Council Strategic Planning and not the president's office. She added that strategic planning needs to be done out of program review. Assessment results need to drive planning and that is not shown on this rubric.

Rose LaMont asked what changes do we make to the rubric? Adrienne Peek responded that we haven't made the shift, we are still thinking in the same way. When we sit down to draw them it is about program review driving planning. Show the planning resource allocation process and how they are linked.

Ken Hart distributed a macro from another college to members. Adrienne commented that she likes that it starts at the top and flows plan down and puts in front of our faces *plan to plan*. We don't actually do the planning. Ken Hart added that essentially there are the same components in both rubrics, it is just how you are looking at it.

A linear plan was requested which Karen Walters Dunlap drew on the whiteboard with input from members. She also suggested not using the *plan to plan* phrase.

Michael Guerra agreed that Ken Hart said it right, the planning drives the budget. If something was coming out, it would go to an action plan in Ken's matrix example. The action plan would go through a strategic planning process to go through resource request. That demonstrates that planning drives the budget. Action plans were tied to SLOs and assessment at Fresno City College. He has observed that MJC isn't deep enough and needs to open to query and suggestions and more time should be taken for the process. He would like an action plan to come out of each program review, tying to something to enhance, not distract.

Paul Cripe stated that we should put some people on the Educational Master Plan committee for instance. He asked how do we put some human time into these plans? Karen Walters Dunlap added that there is a task force to determine how we put all these areas under institutional effectiveness.

Adrienne Peek reminded members that the president would like to have a bigger group, perhaps around 30 which would provide more constituent input.

Iris Carroll stated that clearer guidelines are needed on what each group does and is responsible for. Karen Walters Dunlap responded that when we decide what we want to do, we can do a participatory governance handbook. She would like to take the linear drawing just created on the whiteboard to the Accreditation/Institutional Effectiveness Committee (AIE).

Kevin Alavezos suggested a joint meeting with College Council to decide on a rubric. Karen requested that AIE be added to the meeting.

Paul Cripe suggested taking the basic ideas of how you want this to work and run them through an example of how this would work. He added that none of us have any idea how this is supposed to handle the disaster in three years. This would be examples of common pathways through planning (operationalize) and the feedback loop. A very clear, concrete, bulleted list of each group's roles and responsibilities is also needed. Paul felt that concrete examples would bring this chart to life.

Karen Walters Dunlap added that Sierra College had a handbook outlining exactly what you did and where you went.

Ken Hart will draft a rubric of Karen's linear drawing and there will be a joint meeting with College Council, AIE and Planning and Budget on December 19th. Karen will poll the groups regarding a common time on the 19th.

4. Prioritized Staff Lists

Michael Guerra distributed copies of the personnel rankings document which Brian Sanders consolidated the College Technology Council into. He voiced appreciation of Brian for facilitating this task. This document will also be sent electronically to PBC members.

Michael Guerra informed members that the budget will be out by January 15th by the governor. The district will start looking at the salaries and benefits commitment to fund from the reserve. He encouraged members to read through the complete document he distributed in order to understand it. He predicted that when PBC comes together again for ranking, we are going to have different ideas.

ANNOUNCEMENTS

Michael informed members of the Budget Forum that will take place on December 12th from 3-5 in the Fireside Lounge.

ADJOURNMENT